

KENTUCKY PERSONNEL CABINET

June 13, 2017

Dear applicant,

We are pleased to announce that the Personnel Cabinet will launch a new application through the Career Opportunities System (COS) on July 1, 2017. While much of the required applicant information remains the same, this new format utilizes improved technology to offer a more efficient and user-friendly application process.

A few of the improvements include:

- Applicant profiles. When an applicant creates a COS account and uploads a resume, COS will pull data from that resume to create the applicant's profile. This eliminates the need to manually enter some of the information that is already provided on the resume. If a resume is not available, the applicant can still enter their profile information manually.
- Responsive questions. As applicants respond to questions, additional follow-up questions may appear when necessary. Currently all possible questions are presented to applicants, leaving many blank when they are not applicable.
- Requires less time to complete. Due to the new layout and a reduced number of questions, the time to complete the application is greatly reduced.

Beginning July 1, 2017, individuals interested in applying to any merit/classified vacancies will need to create a new COS application. Step-by-step instructions will be available on our website at <https://careers.ky.gov> to support this new process.

NOTE: The Personnel Cabinet advises all current COS account holders, to access their account prior to July 1, 2017 and save a copy of their current application, as this information will no longer be available once the new application is launched.

If you have questions or need assistance, please call (502)564-8030 or email COSHelp@ky.gov.

Sincerely,

Mary Elizabeth Bailey
Commissioner, Department of Human Resources Administration